

Job Opportunity Bulletin

Post Date: APRIL 11, 2017

COMMUNITY PROGRAM SPECIALIST II

Salary Range: \$4,600 - \$5,758
Permanent, Full-Time

FINAL FILING DATE: APRIL 25, 2017

JOIN THE DDS TEAM!

For information about the
**DEPARTMENT OF
DEVELOPMENTAL SERVICES**

Please visit our website at
www.dds.ca.gov

The Community Program Specialist II functions as a full journey person in monitoring, providing training and technical support to local programs implementing the federal early intervention program under Part C of the Individuals with Disabilities Education Act and various Medicaid funded programs, such as the Home and Community-Based Services Waiver (HCBS) and Targeted Case Management.

For complete duties, please see the duty statement on the following page.

DESIRABLE QUALIFICATIONS:

- ❖ Knowledge of the California developmental disabilities system.
- ❖ Demonstrate the ability to work in a fast-paced environment and to organize/prioritize workload to meet demands.
- ❖ Proficient in Microsoft Word, Excel, and Outlook.
- ❖ Excellent oral and written communication and interpersonal skills.

ADDITIONAL INFORMATION:

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit an original signed State application (STD. 678) by the final filing date. All applicants will be considered; however, Reemployment/SROA/Surplus candidates will be given priority.

Please include on your application the **position #473-461-8352-103** and the **basis of your eligibility** (list eligibility or transfers must meet the minimum qualifications (MQs) of this classification. If you are using list eligibility from an on-line exam to qualify for this position, you **must** include with your application any documentation (i.e., copy of transcript, degree, license, etc.) to verify meeting the MQs. The MQs will be verified prior to interview and/or appointment.

If it is determined that an applicant does not meet the MQs of the classification, the applicant will not be considered and may be withheld from the eligible list.

Please refer to:

Position #: **473-461-8352-103**

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Claudia Lutz

All applications will be
screened and only the most
qualified will be interviewed.

CONTACT INFORMATION

Name: Claudia Lutz
Number: (916) 322-7784
Email: claudia.lutz@dds.ca.gov



"Building Partnerships, Supporting Choices"

DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q
Sacramento, CA 95814

**COMMUNITY SERVICES DIVISION
OFFICE OF FEDERAL PROGRAMS AND FISCAL SUPPORT
MONITORING AND FAMILY SERVICES BRANCH
FEDERAL PROGRAMS MONITORING SECTION**

DUTY STATEMENT

JOB TITLE: Community Program Specialist II

POSITION #: 473-461-8352-103

POSITION DESCRIPTION: The Community Program Specialist II functions as a full journey person in monitoring, providing training and technical support to local programs implementing the federal early intervention program under Part C of the Individuals with Disabilities Education Act and various Medicaid funded programs, such as the Home and Community-Based Services Waiver (HCBS) and Targeted Case Management. As part of a State team using standardized review protocols, this person will travel to local programs throughout California to conduct reviews of case records and interview key stakeholders, including consumers and/or their families. This person will also develop reports detailing these reviews.

SUPERVISION EXERCISED: None, but may act as Lead on various projects.

SUPERVISION RECEIVED: Reports to and is under direction of the Assistant Chief, Federal Programs Monitoring Section (CPS III).

EXAMPLES OF DUTIES:

Essential Job Functions:

- 35% Coordinate and participate in field reviews of local programs with other state agencies, as appropriate. Act as a lead person and travel independently or in a group in order to complete field reviews in a timely fashion.
- 25% Conduct desk reviews and prepare findings reports and related correspondence. Coordinate and track local program corrections. Compile data and input for federal reporting activities and other reports as required.
- 20% Provide technical assistance to regional centers and other local programs through site visits, telephone consultation and focused trainings. Provide input for training materials and procedures. Respond to questions regarding findings from local programs, other Department of Developmental Services (DDS) staff, and management. Respond to requests for information/assistance on behalf of the individuals who are served under the HCBS Waiver and Early Start Program.

Marginal Job Functions:

- 10% Complete special projects and participate in meetings in support of various federal programs. Compile data and complete legislative analyses, as required. Provide information to policy makers, federal funding sources and other stakeholders on program objectives.
- 10% Collaborate with other sections within DDS to support the coordination and sharing of information regarding local programs meeting federal and state requirements.

WORKING CONDITIONS: Open-spaced partitioned office in close proximity to co-workers. Typical working hours are Monday-Friday 8:00am-5:00pm. Travel is required to local programs within California for monitoring and technical assistance activities and amounts to about 25 percent of working time. Travel may include continuous days of overnight stay.

DESIRABLE QUALIFICATIONS:

Microsoft Word Office Suite, Windows and related software. Proficiency in Microsoft Word and Excel is required. Knowledge of analytical methods is essential to the successful performance of job duties. Knowledge of human service systems and agencies is also essential to the successful performance of the job duties.

Be able to read and interpret laws and regulations; to present data and reports in public and in meetings; evaluate and solve problems accurately and take effective action; make clear and comprehensive reports; adhere to office policies and procedures related to the protection of confidential information; meet and deal respectfully with the public; establish and maintain effective working relations with others; apply specific laws, rules and office policies and procedures. Must be able to perform the essential job functions and adhere to professional conduct at all times; must be able to self-direct for timely project completion; and must maintain regular attendance. The successful applicant should have skills and experience working with people in a teamwork environment.

CERTIFICATION OR LICENSE: None.